

## Criteria and Procedures

### LCCC Foundation Outstanding Adjunct Faculty Award

#### PREFACE

In 1991, the Foundation Board of Trustees authorized a \$3 million capital campaign, "Access to Excellence," to launch support for a number of College needs and enhancements. The campaign's design included significant endowment support for student scholarships and financial aid programs, direct support to replace lighting and sound systems in Stocker Center, and a modest endowment to create the ability for the Foundation to recognize teaching excellence at the College's annual commencement exercises. The award, which has come to be known as *The LCCC Foundation Faculty Excellence Award*, consists of a stipend made payable to a deserving full-time faculty member. The selection process comes under the purview of the Provost/Vice President for Academic and Learner Services and public identification of the individual is held secret until the announcement is made at Commencement.

In 2001, the LCCC Foundation Board of Trustees created an endowment to recognize deserving Adjunct Faculty for their outstanding contributions to the education of our students and service to the College. Individual stipends of \$500 are awarded and made payable to deserving recipients. Up to 10 Adjunct Faculty may be recognized each year. The selection process comes under the purview of the Provost/Vice President for Academic and Learner Services. The Provost/VP ALS will present the awards to the recipients at the Fall Adjunct Faculty Conference.

#### CRITERIA

The fundamental criterion considered for a nomination is the Adjunct Faculty's outstanding performance of professional responsibilities associated with their contractual assignment(s). This is evidenced by but not limited to student evaluations, and teaching and/or non-teaching performance recognized by full-time faculty and/or division/organizational unit administrators.

In addition to the fundamental criterion, the following factors may be considered:

- Evidence of activities that may include, but are not limited to curriculum development, volunteer membership on divisional or institutional committees, etc.
- Years of professional service to the College
- Community Service (i.e., board memberships, promotion of levy initiatives, volunteer service to the College, etc.)

## PROCEDURES

1. Any member of the College community may nominate an Adjunct Faculty member who has provided service to LCCC for a minimum of six (6) academic terms, or a non-teaching Adjunct faculty member who has provided a minimum of three (3) years of service to the College. An Adjunct Faculty member may also nominate himself or herself for the award. To nominate an individual for the award, the nominator must complete and submit the LCCC Foundation Outstanding Adjunct Faculty Award Nomination Form to the appropriate division or organizational unit. (Forms available in each division or organizational unit office or by web link.) Nominations must be submitted to the division or organizational unit office by **April 1, 2021\***. If no adjunct faculty members are nominated by the **April 1, 2021\*** deadline, the Division or Organizational Unit Adjunct Faculty Awards Committee (see #2 below) may select and forward the names of deserving candidates to the Office of Academic and Learner Services.
2. Division or Organizational Unit Adjunct Faculty Awards Committee: The Committee will consist of the division dean and staff, full-time faculty and adjunct faculty representatives. They will review the material submitted for each nominee. If additional information is required for validation, or clarification, nominators or the nominee may be contacted. Final committee recommendations will be forwarded to the Provost/VP ALS by **May 15, 2021\***.
3. Awards Committee: The Awards Committee consisting of the Provost/VP ALS and Deans will review the material submitted, and make their recommendations.
4. The Award(s) will be presented at the Fall Adjunct Faculty Conference.

(NOTE: Adjunct faculty may only receive the award once every ten years. Nominees who do not win may be nominated in following years.)

\* Revised dates for 2020 are in bold.

Paragraph 1- New date, April 6, replaces original date, March 1.

Paragraph 2- New date, May 15, replaces original date, April 1.

Updated March 6, 2020

**LCCC Foundation**

**Outstanding Adjunct Faculty Award**

**Nomination Form**

**Form Must Be Submitted No Later Than Monday, April 1, 2021\* of Current Academic Year**

Name of Faculty member being nominated \_\_\_\_\_

Division/Organizational Unit \_\_\_\_\_

Name of nominator \_\_\_\_\_ Email address \_\_\_\_\_

I am: LCCC Faculty \_\_\_\_\_  
LCCC Student \_\_\_\_\_  
LCCC Staff \_\_\_\_\_  
LCCC Administrator \_\_\_\_\_  
LCCC Community Member \_\_\_\_\_

Nominees do not have to qualify in all categories.

**Major criterion:**

1. Describe outstanding performance of professional responsibilities as evidenced by student evaluations and teaching and/or non-teaching performance.

**In addition to the major criterion, the following factors may be considered:**

2. Describe activities in curriculum development, volunteer membership on divisional or institutional committees, etc.

3. Describe examples of professional services to the College.

4. Describe examples of community service which should be considered (i.e., board memberships, promotion of levy initiatives, volunteer service to the College, etc.)

NOTE: Please use the space below to summarize the reasons the nominee deserves to be recognized and attach or send any supporting documentation to the Office of Academic and Learner Services.

**ELIGIBILITY: All nominations will be considered for eligibility based on required criteria. An Adjunct faculty member must have taught a minimum of six (6) terms at LCCC or a non-teaching Adjunct faculty member must have provided a minimum of three (3) years of service to the College.**

**An Adjunct faculty member may only receive the award once every ten years. Nominees who do not win may be nominated in following years.**

\* Revised date in bold.  
New date, April 1, replaces original date, March 1.  
Revised form – Feb 5, 2021